



Attach Photo

APPLICATION FOR EMPLOYMENT WITH THE U.S. EMBASSY IN IRAQ

If your application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1. Job title of the position you are applying for:		2. Level or Grade(s) applying for		3. Announcement number	
4. Last name (Grandfather name)	5. First name	6. Middle name	7. Tribal name (Family name)	6. Place and date of birth	
7. Present address: <i>Indicate where you normally reside.</i>				8. Contact info: (home) (office) (cellular) E-mail:	
9. City		10. Country		11. Social Security number or National ID?	
12. Name at birth, if different from above		14. Have you ever been known by any other names? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, give names and explain circumstances.			
15. Sex Male <input type="checkbox"/> Female <input type="checkbox"/>		15. Marital Status			
17. Full name of spouse (If wife, maiden name)		18. Date of birth	19. Place of birth (city, country)	20. Citizenship at birth	
21. Present occupation		22. Present address in full		23. Present citizenship	
24. Children					
Child's name		Date of birth	Present address		Occupation
25. Previous addresses during past ten years					
Dates		Street and number		City (District/Province)	Country
From	To				
26. Do you have permanent U.S. resident status YES <input type="checkbox"/> NO <input type="checkbox"/> - List each country of which you have been a citizen					
Dates		Country		How citizenship was acquired	
27. Father's name			28. Mother's name		

29. Are any relatives or family members employed by an agency or representative of a national or local government, the U.S. Government or international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, please indicate name, relationship, employer and job title

30. Do you have any personal, business or professional contacts in the United States? if so, list name, business or occupation and address. YES <input type="checkbox"/> NO <input type="checkbox"/>

31. Travel (If you have traveled in any other countries give the dates, duration and purpose of such travel. If travel was in the United States, supply additional data, including type of visa, place and date of issuance, date and port of arrival in the United States, places of residence in the United States and the date and port of departure from the United States.)			
Country	Dates		Purpose
	From	To	

32. Memberships, societies, associations, clubs and other organizations of which you are now or have been a member.					
<u>Name</u>	<u>Address</u>	<u>Type</u>	<u>From</u>	<u>To</u>	<u>Office held</u>

33. Military service (Outline military service past or present, giving country of service, branch of service, unit or organization, specialty, highest rank held, dates of service, present rank, and date and type of discharge).

34. WORK EXPERIENCE

Describe your paid and nonpaid work experience related to the job for which you are applying.

1) Job title			
From (MM/YY)	To (MM/YY)	Monthly Salary :	Hours per week
Employer's name and address			Supervisor's name and phone number
Describe your duties and accomplishments			

2) Job title			
From (MM/YY)	To (MM/YY)	Monthly Salary:	Hours per week
Employer's name and address			Supervisor's name and phone number
Describe your duties and accomplishments			

3) Job title			
From (MM/YY)	To (MM/YY)	Monthly Salary:	Hours per week
Employer's name and address		Supervisor's name and phone number	
Describe your duties and accomplishments -			
4) Job title			
From (MM/YY)	To (MM/YY)	Monthly Salary:	Hours per week
Employer's name and address		Supervisor's name and phone number	
Describe your duties and accomplishments -			

35. May we contact your current supervisor?

YES NO ☐ → If we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

36. Mark highest level completed. Primary ☐ Secondary ☐ Some University ☐ University (first degree) ☐

Master ☐ Doctoral /Ph.D. ☐

37. Name of secondary school, high school, city, country and year graduated.

38. College and universities attended. Do not attach a copy of your transcript unless requested.					
1) Name		Total credits earned		Major(s)	Degree – year (if any) received
		Semester	Quarter		
City	Country				
2) Name		Total credits earned		Major(s)	Degree – year (if any) received
		Semester	Quarter		
City	Country				
3) Name		Total credits earned		Major(s)	Degree – year (if any) received
		Semester	Quarter		
City	Country				

JOB-RELATED TRAINING, SKILLS AND AWARDS

39. **TRAINING:** List ALL job-related training courses attended/completed.

Name and location of school or training place	Month and year attended		Degree/ certificate achieved	Subject
	From	To		

40. **LANGUAGE SKILLS:** Identify the language and indicate extent of your competence for each
(5 = Professional Translator Certificate; 4 = Excellent; 3 = Good; 2 = Fair; 1 = Minimal; 0 = Not at all)

Language	Speak	Read	Write	Understand
English				
Arabic				

41. **COMPUTER SKILLS:** Which computer software programs (Microsoft Word, Microsoft Excel, Microsoft Outlook, etc.) have you used? Please list hereunder with degree of competence for each
(5 = Software Instructor; 4 = Excellent; 3 = Good; 2 = Fair; 1 = Minimal)

Program	Degree	Program	Degree	Program	Degree

42. **SPECIAL QUALIFICATIONS, SKILLS, AWARDS & ACCOMPLISHMENTS:** List any special skills you possess; machine/equipment you can operate; any licenses you have, including driving licenses, and any honors, awards or fellowships you have received:

43. Do you have relatives employed at the U.S. Embassy? YES ☐ NO ☐ If Yes, give names and relationship:

44. Have you ever been arrested or detained by any police or military authority? If so, name the authority, give time, place, reason and the disposition of court action.

45. **REFERENCES:** List three responsible persons not related to you by blood or marriage who are qualified to supply definite information regarding your character and ability to perform job duties. (Do not name supervisors listed in item 34 above.)

Full name of reference	E-Mailing address	Telephone no.	Occupation

46. **APPLICANT CERTIFICATION:**

- I understand that any information I give may be investigated and that a false statement may be grounds for not hiring me or for dismissal if I am selected.
- I understand that, if I am provisionally selected, Embassy required security and full medical clearances are a prerequisite to continued employment.
- If I am selected, I consent to the release of information about my ability and fitness for employment by employers, schools, law enforcement agencies and other individuals and organizations to Embassy authorized investigators and personnel staff.
- I certify that, to the best of my knowledge, all of my statements are true, complete and made in good faith.

_____ signature

_____ date

Add any information not covered above which might affect your employment. Use extra blank pages, if necessary, for detailed answers number answers to correspond with questions.

The United States Embassy is an Equal Opportunity Employer

There is absolutely NO FEE for applying for a Job Vacancy and the use of an Employment Agency is NOT Required. Candidates are requested to send applications DIRECTLY to the Human Resources Office using regular mail, email, or designated "Drop Boxes".

Personal knowledge of an individual working for the U.S. Embassy, the CPA or other organizations does NOT influence your candidacy.

Applicants not called for interviews will not be contacted due to the volume of applications.

All successful candidates must undergo a thorough background investigation for purposes of employment suitability.

For HR Use ONLY:

☐NQ ☐HQ ☐Q ☐MQ

VA:

Other:

Action: